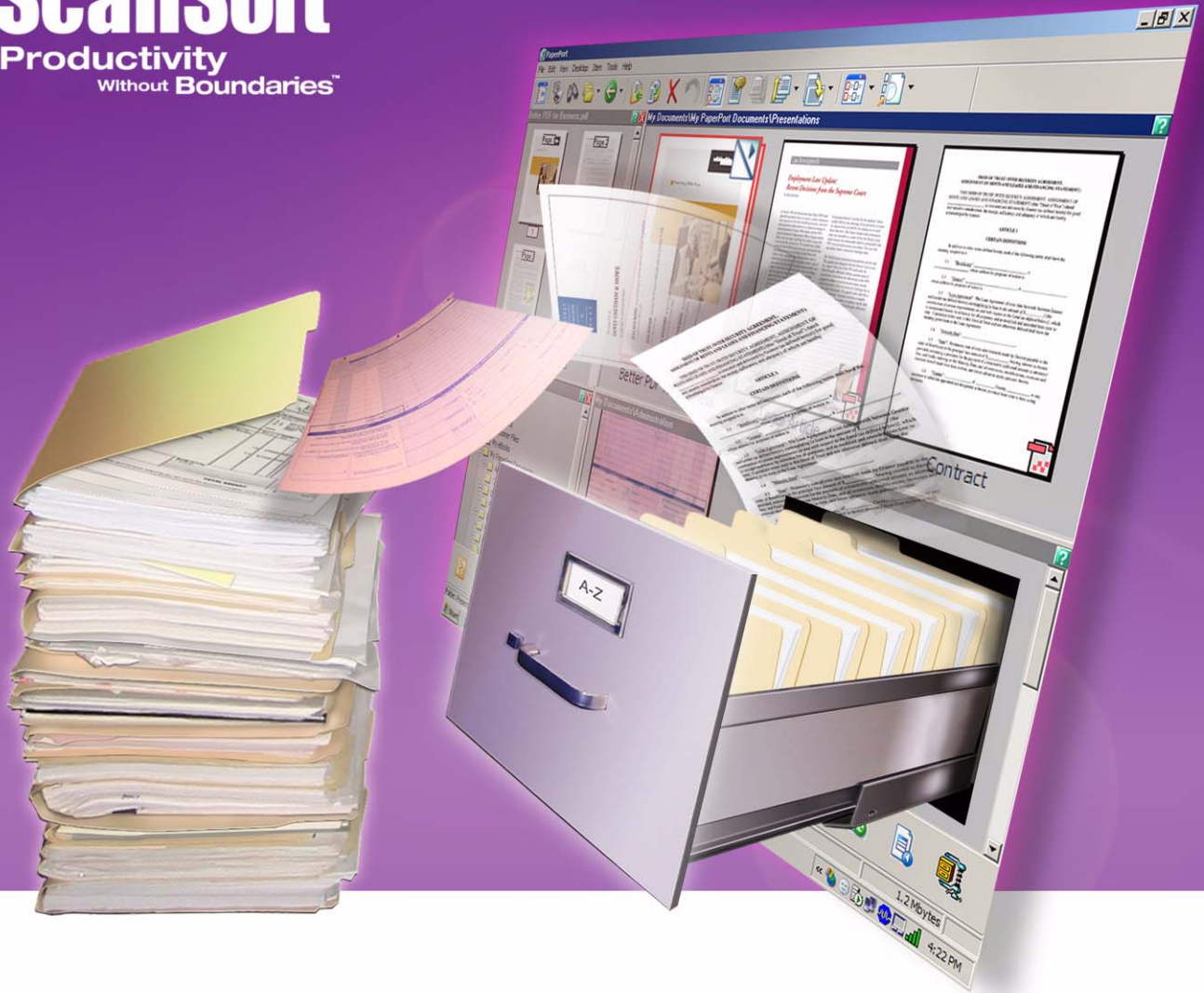


ScanSoft®
Productivity
Without Boundaries™



PaperPort® SE

Getting Started Guide

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PaperPort 10 SE Getting Started Guide

March, 2005



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Welcome to PaperPort

Welcome to the ScanSoft® PaperPort *Getting Started Guide*.

PaperPort® provides the easiest way to turn paper into organized digital documents that everybody in an office can quickly find and use. PaperPort works with scanners, multifunction printers, and networked digital copiers to turn paper documents into digital documents. It then helps you to manage them along with all other electronic documents in one convenient and easy-to-use filing system.

PaperPort's large, clear item thumbnails allow you to visually organize, retrieve and use your scanned documents, including Word files, spreadsheets, PDF files and even digital photos. PaperPort's Scanner Enhancement Technology tools ensure that scanned documents will look great while the annotation tools let you add notes and highlights to any scanned image.



Installing PaperPort

You can install PaperPort from a CD or from the Web.

The PaperPort installation program provides easy step-by-step instructions. Follow the instructions on each screen to install the software.

Installation and un-installation require Administrator rights.

Registration

Registration enables you to take full advantage of ScanSoft product support and to receive notifications of product updates.

If you want to update your registration information, you can always go to the ScanSoft, Inc. web site at **<http://www.scansoft.com>**.

Learning PaperPort

This guide introduces you to PaperPort and shows you how PaperPort can help you manage your information. Additional sources of information to help you learn how to use PaperPort include online Help, Release Notes, and the ScanSoft web site.

Using this Guide

This guide is written with the assumption that you know how to work in the Microsoft Windows environment. Please refer to your Windows documentation if you have questions about how to use dialog boxes, menu commands, scroll bars, drag and drop functionality, shortcut menus, and so on.



Using online Help

The PaperPort online Help includes comprehensive information on features, settings, and procedures. Help is available from the PaperPort Help menu.

Additional technical support, including technical notes, frequently asked questions, software updates, and more is available from the PaperPort Help menu.

Using release notes

PaperPort Release Notes provide important information about this release of PaperPort. This document is included on the installation CD, from the PaperPort Help menu, and as a sample document on the PaperPort desktop.

Technical Support

Visit <http://www.scansoft.com> for information about your support policy, local support contacts, and product updates. Before contacting ScanSoft, be sure to read the user documentation and review the Release Notes.

Minimum System Requirements

A computer with an Intel® Pentium® or higher processor

Microsoft Windows® 98 (from second edition), Windows Me, Windows 2000 SP4 or above, Windows XP SP2 or above

Microsoft Internet Explorer 5.5 or above

128MB of memory (RAM), 256MB recommended

150MB of free hard disk space for application files plus 5MB working space during installation

5MB for Microsoft Installer (MSI) if not present. (This is present as part of the operating system in Windows Me, Windows 2000 and Windows XP)

SVGA monitor with 256 colors, but preferably 16-bit color (called High Color in Windows 2000 and Medium Color in XP) and 800 x 600 pixel resolution

Windows-compatible pointing device

CD-ROM drive for installation

Web connection (with IE 5.5 or above) for activation and web update



Performance and speed will be enhanced if your computer's processor, memory, and available disk space exceed minimum requirements. This is especially true when handling very large color image and PDF files.

What's new in PaperPort 10 SE?

PaperPort 10 SE includes a number of valuable new features to help you manage your documents.

Page thumbnails

See page thumbnails for your multi-page items, both in Desktop view and in the PageViewer. Get a better overview of your documents – find, handle and reorder pages quickly.



Scanner Enhancement Technology tools

Improve your image items with the SET™ tools – now accessible directly from your PaperPort desktop by right-clicking on any image file. Annotation tools let you mark up your image items.

New Scanner Wizard

Set up scanners with PaperPort more easily, then enjoy improved scanner controls with greater scope for acquiring multi-page documents without interaction.

Better searching

The new All-in-One Search™ facility delivers more power and precision on keywords and other file information.

PDF creation

Generate image-only PDF files. Use the Duplicate as PDF command for image items, including MAX files. Print text items to PDF from inside PaperPort or any print-enabled application on your system.

Extended shortcut menus

Find far more functionality when right-clicking an item – be it a file or a folder.

Greater flexibility with stacking and unstacking

PaperPort now provides greater choice for stacking together desktop items of different file formats and offers more options in unstacking.

Folder improvements

Use the Folder Manager to organize your PaperPort folder structure, find more functionality in the folder shortcut menus and utilize the Back button to navigate through your folder tree quickly and easily.

Closer integration with other ScanSoft products



- If you have ScanSoft OmniPage® Pro on your system, PaperPort cooperates with it more closely than ever, providing cutting-edge OCR page recognition services and high-level PDF creation.



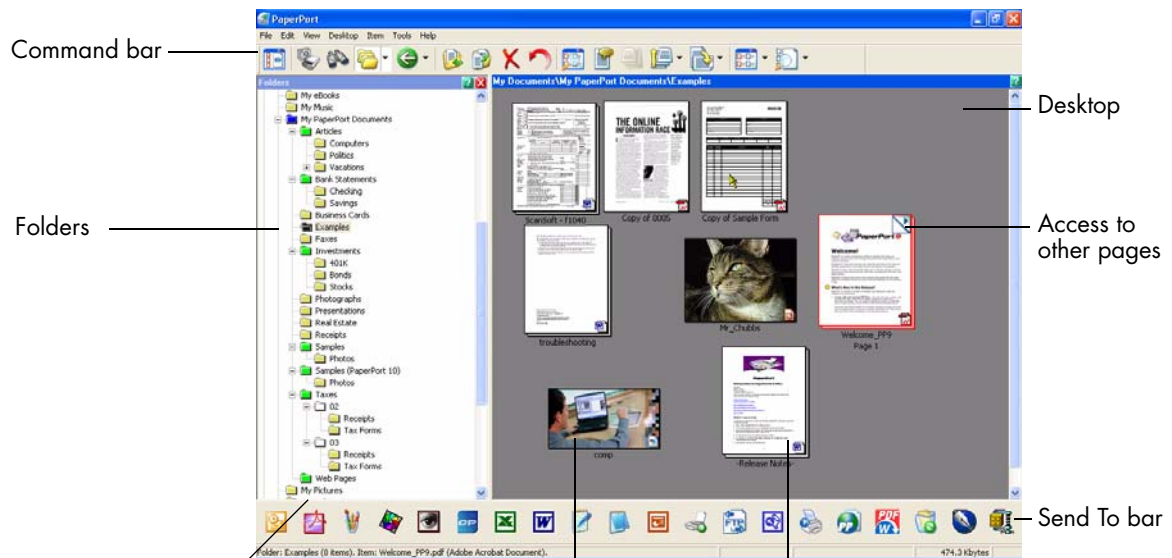
- If you have ScanSoft PDF Converter for Microsoft® Word on your system, it will appear on the Send To bar, allowing you to unlock PDF files and transform them into editable Word documents.

Getting to Know PaperPort

This section introduces you to the different parts of PaperPort. Refer to the PaperPort Help for detailed information about all these topics.

The PaperPort desktop

The PaperPort desktop appears with the Folders pane when you first start the program. It displays your documents, as well as the tools you can use to manage them. PaperPort offers all the tools necessary to organize, find, and use documents and images.



Function pane can present:

- Folders (View menu)
- Page Thumbnails (View menu)
- Item Properties (View menu)
- Scan or Get Photo (File menu)
- All-in-One Search (Tools menu)

Image item thumbnail Text item thumbnail

PaperPort items

The documents and photographs you acquire in PaperPort are called **items**. There are two types of items: **image items** and **text items**.

Image items are scanned documents, photographs, and other digital items in an image format, such as PDF, JPEG, TIFF, or PaperPort Image (.max).

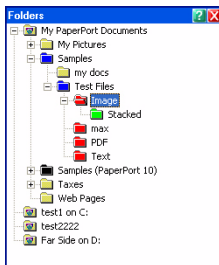
You create image items from documents, photographs, line art, or other items that you scan, copy, or bring in to the PaperPort desktop.

Text items are documents that contain editable text, such as Word (.doc), HTML, and Excel files, and are created by word processing and other text-based applications.

You can quickly send an item to another program without leaving the PaperPort program. Just drag an item onto the link icon in the Send To bar at the bottom of the desktop. PaperPort supports a wide variety of programs including word processing, spreadsheet, fax, Internet e-mail, graphics, optical character recognition (OCR), and online services programs.

PaperPort includes a **My PaperPort Documents** folder containing items to demonstrate some of the types of items you can keep on the PaperPort desktop.

You can also use PaperPort to view non-PaperPort items that reside on your computer. Simply copy or move the document file or photo into a PaperPort folder.



The Folders pane

The **Folders** pane presents a hierarchical view of your PaperPort folders, similar to the view you see in Windows Explorer.

PaperPort installs a PaperPort folder named **My PaperPort Documents** into your My Documents folder. If you are using a multi-user system, each user has their own My PaperPort Documents folder.

The My PaperPort Documents folder contains several subfolders whose names – such as Articles, Business Cards, Photographs, and Receipts – illustrate the different ways you can organize your items in PaperPort.

The Samples folder contains sample documents and photographs to help you get started using PaperPort.

When you have acquired your own PaperPort items, you do not have to use the My PaperPort Document folder to store them. You can add other local and network folders to PaperPort's Folder View. You can also delete the My PaperPort Documents folder, but your PaperPort structure must contain at least one folder.



To show or hide the Folders pane, click the **Folders** button on the Command bar. With the desktop split, Folders panes can be displayed for each Workspace.

PaperPort item thumbnails






There are two kinds of thumbnails in PaperPort: item and page thumbnails. Each item thumbnail is a small, graphic representation of your document or photo. Page thumbnails show pages of image items and PDF files in the Page Thumbnails pane both on your PaperPort desktop and in the PageViewer.

One quick way to locate your PaperPort items is to visually browse through the item thumbnails on your PaperPort desktop. Thumbnails show you what's in a document without having to open it. In addition, thumbnails give you the ability to scroll through the pages of the document without opening it.

PaperPort shows large, clear thumbnails of all your documents and photos, including:

- Scanned pages and photos
- Photos from your digital camera
- Image files in many formats, such as BMP, TIFF, JPEG, GIF, and MAX
- Microsoft Word, PowerPoint, Excel, Word Perfect, and other documents created in popular software programs
- PDF Image items
- HTML documents

Each item thumbnail appears with an icon that identifies the program in which it was created or is currently associated. This makes it easy and convenient to quickly see and find all different types of items on your computer.

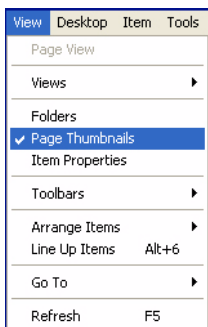
Click on a thumbnail to see image attributes. A small  icon indicates that the Read-only attribute is set for that item. A small  icon indicates that the image has annotations. Multi-page image items show  to let you scroll through the pages even with the Page Thumbnails pane closed.

Before you can work with an item, you must first select its thumbnail on the PaperPort desktop. A red line appears around an item to indicate that it is selected. While working with item thumbnails, you can:

- Drag a thumbnail to reposition it on the PaperPort desktop.
- Drag a thumbnail to a folder to move the item to that folder.
- Drag a thumbnail to another open Workspace to move the item to that open folder.
- Double-click a thumbnail to view the item.
- Press the **Ctrl** key and double-click a thumbnail to open the item in its source program.
- Right-click a thumbnail to display the item's shortcut menu.
- Drag a thumbnail to the Send To bar to send a copy of the item to another program.

Just as you can organize and arrange documents on your physical desktop, you can quickly rearrange the items on the PaperPort desktop. For example, after selecting a thumbnail, you can reposition it or rotate it.

Using item thumbnails on the PaperPort desktop, you can also easily combine individual PaperPort Image items or PDF Image items into multi-page items. This feature is useful as an organizational tool if you are using a scanner that can only scan a page as a separate item.



PaperPort page thumbnails

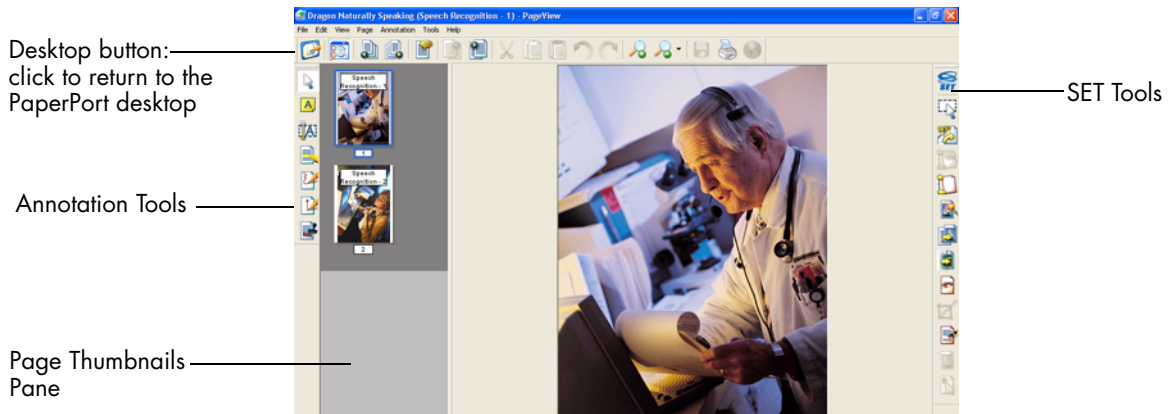
The Page Thumbnails pane on the PaperPort desktop and in PageViewer displays thumbnails for multi-page image items. Select a multi-page item, then click the **Page Thumbnails** button or use the View menu. Page-level operations can be done quickly without having to open the files – these are available for PDF files (both on the PaperPort desktop and in PageViewer) and MAX files (desktop only). In the pane you can:

- Enlarge or reduce thumbnail size.
- Copy, paste, cut, delete and reorder pages.
- Insert new pages at a certain location in the document.
- Append new pages at the end.
- Copy and move selected pages to a Workspace as separate PDF files.
- Copy and move pages between separate documents open in different panes.

The Page View Window

The Page View window allows you to take a closer look at your items and to touch up and annotate them. You can also enlarge or reduce the view for easy reading. Use the SET tools to enhance the current page image. Use the Page Thumbnails pane to edit your document at page level.

To view an item in the Page View window, double-click an item thumbnail, choose **View** from its shortcut menu or select the item and click the **Page** button on the Command bar.



Acquiring Items

There are many ways to bring images and documents into PaperPort so that you can use PaperPort's viewing, editing, annotation, indexing, OCR, and file management tools. For example, you can:

- Scan photos, pages, and other images on a scanning device.
- Add folders to PaperPort that already contain images and documents.
- Capture snapshots of web pages.
- Import files from other programs on your computer.
- Print documents from other programs to the PaperPort desktop.
- Drag or cut-and-paste images and documents from Windows Explorer, or other programs to the PaperPort desktop.
- Acquire photos from a digital camera.



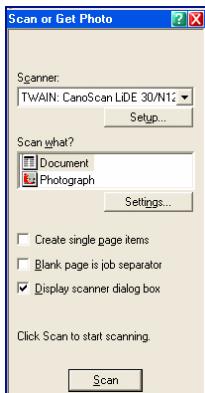
Scan to the PaperPort desktop

PaperPort is designed to work with TWAIN- and WIA-compatible scanners. (ISIS support is only included in PaperPort Professional 10.)

Click the **Scan or Get Photo** button to start scanning. In the Scan pane, you can choose between using the native interface of the scanner or utilizing the new Scanner Settings pane of PaperPort for best scanning results. To use the interface of the scanner driver, mark the checkbox **Display scanner dialog box**. Leaving it empty will display the PaperPort panel with two tabs.

- **Output:** set file format and automatically suffixed file names.
- **Scan:** adjust scan settings: mode, resolution, size, orientation, filter color, brightness and contrast.

When the scan is complete, you will see your item on the PaperPort desktop.



If your scanner does not use a TWAIN, WIA or ISIS device driver, use the program that came with your scanner to scan items. Then, copy or move the scanned items to PaperPort. Refer to the PaperPort Help for more information about scanning.

PaperPort makes it easy to scan pages as separate items or as a multi-page item. To scan and collate two-sided pages on your ADF scanner, flip the pages when prompted, click **Scan Other Side**, and PaperPort will automatically scan and collate the pages in the correct order.

Set up your scanner with PaperPort



All files needed for scanner setup and support are copied automatically during the program's installation, but no scanner setup occurs at installation time. Before using PaperPort for scanning, your scanner should be installed with its own scanner driver software and tested for correct functionality. Scanner driver software is not included with PaperPort.

Scanner setup is done through the Scanner Setup Wizard. You can start this yourself: by clicking the **Scan or Get Photo** button, then the **Setup** button in the Scan pane. You can also start the Wizard from ScanDirect by right-clicking the **Scan** button. Otherwise, it appears when you first attempt to perform scanning in ScanDirect. Follow the on-screen instructions to set up your scanner.



Print to PaperPort

To bring items in from other programs, you can print them to the PaperPort desktop as PDF Image or PaperPort Image (.max) items.

This feature lets you quickly import spreadsheets, pictures, database files, word processing files, and other files into PaperPort as items on the PaperPort desktop.

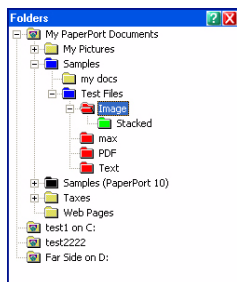
You can use the Print to PaperPort capability to create print-formatted views of web pages.



Add PaperPort folders

PaperPort provides an easy-to-use filing system for organizing your items and sharing them with others. In the Folders pane, you can:

- Add existing folders on your computer to the Folders pane.
- Create new folders, mapped network drives and folders on external devices attached to your computer.



Initially, the Folders pane shows a set of folders designed to help you get started using PaperPort. You can move or delete these folders whenever you prefer.

You can add folders already on your computer to the Folders pane, including network folders and folders on external devices attached to your computer. Documents within these folders are then available for use within PaperPort.

Refer to the PaperPort Help for more information about adding and using PaperPort folders.



Import pictures from your camera

To bring digital photos on the PaperPort desktop, first plug your camera in. If your device is displayed as a drive you can start acquiring your files. If your camera does not support this kind of operation, and its driver is installed properly, its TWAIN or WIA interface will display enabling you to import images from it.



Do not edit the images on your camera in place – not all editing produces the desired result first time. Instead, bring your files into PaperPort and use the SET tools to enhance them.



Touching Up Images

When you display an image item in the Page View window, PaperPort provides several tools you can use to adjust or improve your image.

For example, you can straighten a scanned page, lighten an underexposed photograph that is too dark, adjust the color in a color picture, remove “dirt spots” from a document page, or sharpen fuzzy pictures. In addition, you can rotate an item, remove stray dots, enhance lines, remove red eye, and crop part of an image.

Scanner Enhancement Technology tools



Select Area

Use the **Select Area** tool to select part of an image you want to cut, copy, or delete using the commands on the Edit menu or in the shortcut menu. Use it also to select part of an image before cropping or using the **Remove Red Eye** tool.



Rotate an image

Click the **Rotate Right** tool to rotate the selected item 90 degrees to the right.



Straighten an image

Sometimes a document is crooked when scanned. When this occurs, you can use the **Straighten** and **Auto Straighten** tools to adjust it.



Enhance an image

The **Auto Enhance** feature adjusts the brightness and contrast, color, and tint of an image. PaperPort analyzes the image and tries to correct whatever is wrong with the image.

You can manually adjust your image using the **Enhance** tool.



Sharpen an image

Select the **Sharpen** tool to adjust the sharpness of a blurry picture or blur a sharp image for special effect.



Remove red eye

The **Remove Red Eye** tool helps you to remove the red-eye effect that occurs when photographing people or animals in low light or with a flash.



Remove part
of an image

When you want to save or work with only part of a page or image, you can crop the image or you can erase the part that you do not want to use.

Use the **Selection** tool to define the part you want to keep and then use the **Crop** tool to remove the remainder.

Select the **Eraser** tool to erase the area of the image that you draw over with the pointer.



Remove stray
dots

Scanned images sometimes include stray dots or “speckles”. The **Remove Stray Dots** tool automatically finds and removes such “dirt” from a page.



Improve lines

The **Improve Lines** tool darkens lines and connects broken lines in a table or form to appear darker and straighter.

Annotating Pages

PaperPort includes a collection of annotation tools that allow you to mark up scanned documents with information you would like to keep with that document.

On PDF and PaperPort Image (.max) files, annotations are editable, meaning that you can reposition, change, or remove them – or edit textual content – whenever you want. On other types of image items, such as JPEG and Windows Bitmap files, annotations become a permanent part of the image when you save the item. For item types that cannot accept annotations, PaperPort automatically disables the annotation tools.

Using PaperPort’s annotation tools, you can add notes and text, highlight text, draw lines and arrows, or stamp a picture onto an image item.

It is easy to send a document with annotations to people without PaperPort by using the PDF Image format. The recipient only has to double click on the e-mail attachment they receive from you and they will see the document in Adobe Acrobat – annotations intact.

Annotation tools

You can select an annotation tool from the Annotation toolbar whenever you display an image item in the Page View window. Right-click on a tool to choose settings for the annotation.



Select
Annotation

Use this tool to select an annotation so that you can then move, cut, copy, or resize it on the page.



Note

Want to give yourself a reminder? Select the **Note** tool and add a resizable note much like a sticky note that you write on and then stick on paper documents.



Text

Adding a text label to your images is simple with the **Text** tool. Select this tool to add a line of text with a transparent background.



Highlighter

Use the **Highlighter** tool to highlight any area of the image, just as you might use a highlighting pen on paper.



Pencil

The **Pencil** tool lets you draw freehand lines or marks on the page.



Arrow or
Line

Select the **Arrow or Line** tool to draw straight lines, with or without arrowheads, on a page.



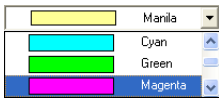
Stamp

The **Stamp** tool lets you paste the bitmapped image of your choice on the page, much like using a rubber stamp.



Filing Items

A key to organizing items in PaperPort is filing items in appropriate folders. You can drag and drop items from one folder to another or from the PaperPort desktop into any folder you want. You can specify search criteria to help you find your items later. Moving and copying items between folders is also possible in split view across Workspaces. The name of each item appears below the thumbnail in thumbnail view. In a multi-page item, the name appears below the individual page names.



Using the Folder Manager dialog box, you can add, remove, move, and rename PaperPort folders. You can change the color of a folder icon to one that helps you organize your items. You may also add, remove, move, and rename any folder in Windows Explorer that is viewed with the PaperPort folder structure. These changes will be automatically reflected in PaperPort.

In the Folders pane, you can drag and drop, copy or move subfolders and their content to other subfolders or PaperPort folders, create subfolders, and delete subfolders. Sharing and Security, and DesktopDelivery adjustments can also be directly made for each folder shortcut menu.

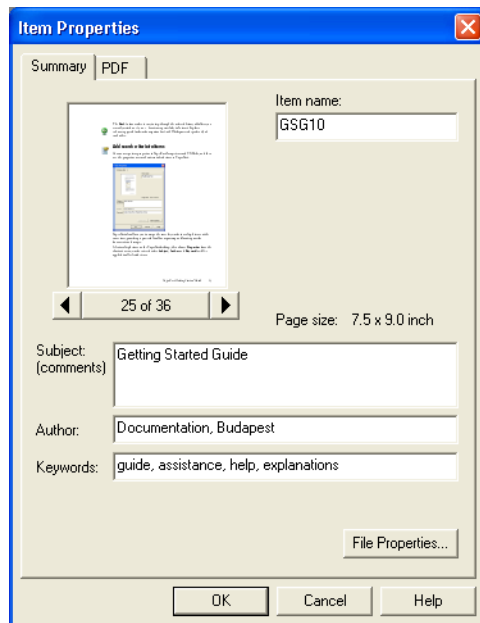


The **Back** button makes it easy to step through the ordered history of folders you recently visited one by one – functioning similarly to Internet Explorer – enhancing quick backward navigation for both Workspaces independently of each other.



Add search criteria to items

You can assign item properties to PaperPort Image items, and then use the properties as search criteria to find items in PaperPort.



PaperPort also allows you to assign the same keywords to multiple items at the same time, providing a powerful tool for organizing and locating similar documents and images.

Select multiple items on the PaperPort desktop, then choose **Properties** from the shortcut menu; words entered under **Subject**, **Author** and **Keywords** will be applied to all selected items.

Finding Items



PaperPort provides features to help you find your PaperPort items. You can quickly find an item by visually browsing through thumbnails on your PaperPort desktop.

When you have many folders and items, PaperPort provides more powerful capabilities with All-in-One Search™.

All-in-One Search provides many options for specifying where and what to look for when finding an item, including indexed text content. The information you want to find is referred to as search criteria.

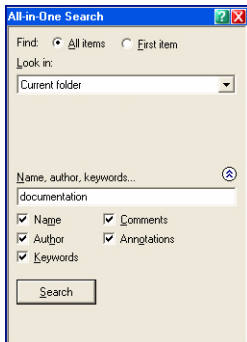
You can look for items by item properties.

Find items by their properties

You can search for any type of item by its item name.

You can also search for PDF and PaperPort Image (.max) files by item properties, such as keywords and subject information.

When you search by item properties, you can specify criteria of an item name, author, added comments or keywords, text in annotations, or the URL of a captured web page.



Use the All-in-One Search pane

Use the All-in-One Search pane to enter search criteria and select options for finding your PaperPort items.

A file search is based on item properties only. You enter the item properties in the Name, author, keywords box.

All-in-One Search returns a list of all the items that match the criteria you specify.

Sharing Files

PaperPort provides many tools to make it easy for you to share files, images, and documents with friends, colleagues, and business associates.

These tools are built-in to the program and are readily available on toolbars, menus, and command bars for quick access whenever you need them.

To help you share your items with others, PaperPort makes it easy to:



- E-mail items to others, simply by dragging the items to your favorite e-mail program on the PaperPort Send To bar.



- Scan or convert items to the PDF format, the ever-popular file-sharing format considered by many as the industry standard for document distribution.



- Access shared folders located on your local or wide area network, by adding the folders to your PaperPort Folder pane.
- Access Sharing and Security settings directly from the folder shortcut menu.

With PaperPort, it is simple to set up a shared folder on a server or a PC that can act as a central repository for all important office documents. Each PaperPort client can connect to that folder and use PaperPort's document management features and paper handling tools to find and use documents instantly.



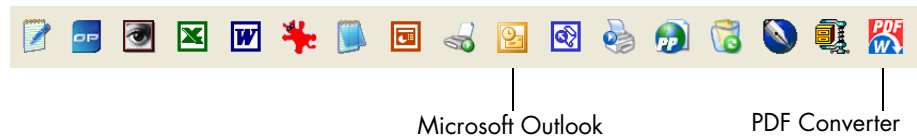
In addition, you can convert items to popular output formats for shared use in numerous other programs, such as Microsoft Word, Adobe Acrobat, Claris HomePage, and Adobe Photoshop. To obtain a list of all supported program links, visit PaperPort at the ScanSoft web site at **www.scansoft.com**.

Sending Items to Other Programs

Drag and drop functionality makes opening your files in your favorite programs a snap. Simply choose the file you want and drop it onto the program icon on the Send To bar at the bottom of the PaperPort desktop.

Common office tasks like e-mailing and faxing are now faster than ever. The Send To bar makes using scanned documents in other applications easier by automatically translating the document into a form that the receiving application can understand.

For example, you can drop a scanned image of a letter onto the Microsoft Word link on the PaperPort Send To bar, and PaperPort will recognize that the application you are attempting to open needs a text file rather than an image file. PaperPort will run OCR for you, and send editable text to Word rather than a static image file.



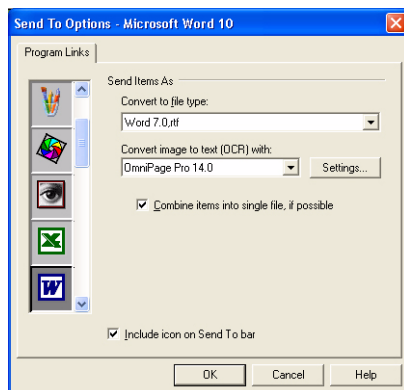
PaperPort supports a wide variety of programs including word processing, spreadsheet, fax, Internet e-mail, graphics, optical character recognition (OCR), and online services programs. The program link on the Send To bar does any necessary conversion and may provide options for sending the item.

Customize the Send To bar

You can change the way program icons appear on the Send To bar in a number of ways. Specifically, you can add programs, and remove or rearrange program icons. Refer to the PaperPort Help for details.

Adjust Send To options

You can tune Send To options to specify how you want to use a certain program on the Send To bar. For example, you can specify the file format in which PaperPort will save an item.



To e-mail an item, simply drag and drop the item to your e-mail program on the Send To bar. Use the e-mail link options to specify the file format of the attachments and other options.



Converting Items

Using PaperPort, you can convert scanned documents and text items to image formats, and convert images back to text.

Convert items to image formats

You can convert scanned documents and text items to image formats.

The **Save As** command allows you to save image items to any of a variety of standard image formats including PDF, JPEG, and TIFF, as well as the native PaperPort Image format (.max).

You can convert text items and image items to PaperPort Image items (.max) using the **Duplicate as PaperPort Image** command. The **Duplicate as PDF Item** command allows you to convert text items to PDF Image items.

By selecting more than one item, you can convert multiple items to a new format at the same time. Refer to the online Help for details.

Convert images to text

You can convert scanned documents to text by a simple drag and drop of the thumbnail to your word processor program. PaperPort automatically processes your scanned document using PaperPort's OCR software, launches your word processing program, and loads the scanned text into a document ready for editing.

In the Page View window, PaperPort also allows you to copy text from part of an image item for use in a text editing, word processing, or spreadsheet program.

The OCR software processes the text and copies it to the Windows Clipboard. Open the program in which you want to insert the text, and use Paste to paste the text in a file.

Creating PDF Documents



PDF (Portable Document Format) files are often classified into three different types, commonly called flavors:

- PDF Image
- PDF Searchable Image
- PDF Formatted Text & Graphics

You can create one or more of these PDF flavors, depending upon your version of PaperPort software. Refer to the PaperPort online Help for additional details.

Uninstalling PaperPort

1. Select Add/Remove Programs from the Control Panel.
2. Select ScanSoft PaperPort 10.0.
3. Click **Remove** to uninstall the program or **Change** to auto-repair it.

A de-activation step is performed at the start of un-installation, allowing you to reinstall the program later without re-activation problems. De-activation and re-activation require web access.